



2018 Pinnacle HPO Award Recipients

HPO IN ACTION
Together, We Excel!



COMPENSATION STUDY IN PROGRESS

To ensure the welfare of our employees and maintain competitive salaries region wide, City Council and leadership initiated a Compensation Study in February, 2018. The Human Resources and Organizational Development (HROD) department is working with Gallagher Benefit Services (GBS), a consulting firm to perform the evaluation.

GBS is utilizing the Decision Band Method (DBM) of job evaluation to determine the appropriate internal relationships for each job classification within the City and is analyzing based on the following key aspects:

- The focus of job evaluation is on the inherent duties, decision making requirements, responsibilities, tasks, impacts, working conditions, etc. The title, current salary grade or gender composition of the classification is irrelevant.
- The evaluation process always deals with classifications, not individuals or positions. The person performing the work and whether or not it is being done well is not relevant.
- The job evaluation must look at classifications the way they are at the time of the study- not the way they might be or should be, or the way someone would have them be.
- It is not a process for assessing the appropriateness of staffing level or workload, or for rewarding for efficiency or punishing for ineffectiveness.
- As job evaluation focuses on the content of jobs, it necessarily focuses on the minimum level of job requirements essential at the entry level of a classification.
- Job evaluation should not be used as a means of reward by increasing the rating and thus, the salary grade. It is solely to be used for establishing the relative worth of jobs within an organization, or internal equity.

The job evaluation process includes three main steps:

BAND

First step consists of reviewing each job description and determining the appropriate decision Band. This is done by analyzing each duty in relation to the definition for each decision Band. The definition most closely fitting the level of authority exercised in performing the duty becomes the Band for that specific duty. The highest Banded duty determines the decision Band for the position/job. In effect, the incumbent either has a certain level of authority/ decision making responsibility in performing a duty or he/she does not.

Band recognizes six levels of decision making within an organization, from A Band decisions that affect the manner and speed in which an individual task is completed to F Band decisions that affect the overall goals and direction of the organization. A description of each Band, or level of decision, is summarized to the right:



| | |
|-----------------------------------|--|
| <i>A - Defined Decisions</i> | <i>Confined to the manner and speed of performing the elements of an operation. (Typically non-exempt)</i> |
| <i>B - Operational Decisions</i> | <i>Focuses on how to carry out the operations of the process specified at higher levels. (Typically non-exempt)</i> |
| <i>C - Process Decisions</i> | <i>Involve determining the means or process of achieving the objectives, standards or guidelines established at higher levels. (Typically exempt)</i> |
| <i>D - Interpretive Decisions</i> | <i>Require the incumbents to interpret and carry out the programs or objectives developed at higher levels.</i> |
| <i>E - Programming Decisions</i> | <i>Deals with the means of achieving the goals established by the authorized personnel at Band F.</i> |
| <i>F - Policy Decisions</i> | <i>Determine the scope, direction and the overall goals for the organization. The City Manager typically would be an F Band position, as well as the City Council.</i> |

Grade

The second step involves determining the Grade for the job. Within each decision Band are two Grades. Grades 0 and 1 are used in Band A, Grades 2 and 3 apply to Band B, Grades 4 and 5 apply to Band C, Grades 6 and 7 apply to Band D and Grades 8 and 9 apply to Band E.

A position in the higher of the two Grades must be responsible and accountable for the work performed by another position that is Banded at the same level. Consequently, if one position supervises and is accountable for another position that is Banded at the same level, the supervisory position would be Banded and Graded in the higher Grade while the subordinate position would be Banded and Graded in the lower Grade.

Sub-Grade

The third and final step in the job evaluation process is Sub-Grading, which is based on the relative complexity and difficulty of the job in relation to other jobs that have been Banded and Graded at the same level.

Consequently, B-2 level jobs are compared only to other B-2 level jobs. In determining Sub-Grades, we look at the number of essential duties on each job description that have been Banded at the highest level and the amount of time (if available) spent at the highest level. Those with a greater percentage of the highest Banded tasks will typically be Sub-Grades at the higher level than those with only one or a few tasks that are Banded at the highest level.

For example, a job with only one or two C level duties would typically be Sub-Grades lower than a job with seven or eight C level duties. There are normally three Sub-Grades used within each non-coordinating Grade. Jobs containing less than one-third highest Band duties would typically be Sub-Grades at the lowest level while jobs with two-thirds or more of the duties at the highest Band would be normally be Sub-Grades at the highest level.

However, in determining Sub-Grades, we also look at secondary criteria such as essential skills and knowledge, need for care and precision, consequence of error and time pressures. Because the relative importance of the secondary criteria will vary among organizations, there is a limited amount of subjectivity in determining Sub-Grades.

However, the margin of error or difference is limited to only one-Sub-Grades as a position which is Sub-Grades at the two level could, using different weighting priorities, be Sub-Grades as either a one or a three, while a job that is Sub-Grades at the one level would rarely, if ever, qualify for Sub-Grading at the three level.

The study is progressing well, and the HROD department recently received the first draft of job evaluation recommendations from GBS. The results have been provided in rank order by decision band, grade and subgrade and are based on the information contained in the City’s existing job descriptions.

HROD team will review the job evaluations, conduct further internal discussions with the leadership team and address any concerns or questions with the firm for additional review and consideration. Once GBS submits the final recommendations, the HROD team will review and submit a comprehensive proposal including the findings and recommendations to the City Manager’s office for review and approval.

FEATURED ON COVER: Parks Superintendent, Barry Hamilton (left) and Forester/Horticulturist, Paul Wierzbicki (right) were awarded the Employee of the Year awards and Stacie Walker (middle) of the Communications Team was recognized as the Director of the year at the First Annual Pinnacle HPO Awards Luncheon on April 5, 2018. And, on the bottom, scenes from the 2018 Public Service Recognition Week.

Upcoming City Events

Aug. 16
Leadership Luncheon:
Doing Business With the
City

Aug. 16
Bingo Night

Aug. 22
Tots & Crafts

Aug. 23
Senior Foodies

Aug. 25
Animal Shelter Open
House

Sept. 1
Backyard Composting
Tutorial

Sept. 4
Acrylic Painting Class

Sept. 11
Senior Casino Trip

Sept. 18
HOA Summit

Sept. 22
Oktoberfest

Sept. 29
Pre-National Night Out
Kick Off

Oct. 2
National Night Out

Oct. 6
Community Night Out

Oct. 12-13
Shrimp Boil Tennis
Tournament

Oct. 27
Tricks & Treats in the Park

Second Annual Employee
Conference Set for Sept. 14

Mark your calendars for the Second Annual Employee Conference on Friday, Sept. 14 from 8 a.m. to 5 p.m. at the Community Center with Jim McIngvale as the keynote speaker.

Based on the feedback/suggestions from last year’s post-conference survey, and recommendations from the Employee Engagement Group (EEG) and Employee Recognition Committee (ERC), staff is planning a variety of topics to encourage, inspire, educate and motivate employees, as we continue our journey towards becoming a High Performing Organization. Timeline and additional details coming soon!



METRO Community Connector
Coming to Missouri City

A strategic priority on which City Council and staff have always concentrated is transportation. As a partner of METRO, the City will launch a new Community Connector mobility service later this month. It will feature personalized, curb-to-destination transit. This on-demand operation allows individuals to travel anywhere within City limits, seven days a week, and 14 hours a day all for \$1.25. It will connect people to jobs, grocery stores, hotels, restaurants, the new Houston Community College Missouri City Campus and METRO’s local bus network. Discounts will be available for seniors and students. Watch the website for updates.



METRO
MCTX COMMUNITY
CONNECTOR

Upcoming Holidays:
City Offices Closed

Monday, Sept. 3
Labor Day

Thursday, Nov. 22
Thanksgiving Day

Friday, Nov. 23
Day After Thanksgiving

Monday, Dec. 24
Christmas Eve

Tuesday, Dec. 25
Christmas

Upcoming Paydays

Aug. 24
Sept. 7
Sept. 21
Oct. 5
Oct. 19

Upcoming
Employee Events

Friday, Sept. 14
Annual Employee
Conference by HROD

Wednesday, Oct. 31
The Great Halloween
Competition by ERC

Wednesday, Nov. 14
Thanksgiving Luncheon
by ERC

Mark Your Calendar:

Job Fair & Career Development Forum

In line with City Council and City Management initiatives to foster community business development and economic growth, the “Show Me City” will host the Second Annual Job Fair & Career Development Forum on **Friday, Sept. 28** from **10 a.m. to 2 p.m.** at the **City Centre at Quail Valley, 2880 La Quinta Dr.** “Show Me City” business and education partners will be on-site to host career booths and to host workshops and presentations. Staff will also discuss municipal career opportunities with guests.



Voice2Vision

In the upcoming weeks City Manager Anthony Snipes will resume the Voice2Vision initiative to engage in conversations with employees on City priorities and projects. This year, the format will be one-on-one meetings between him and team members in all departments/divisions. The meeting will be about 90 minutes, where he will share updates several topics such as:

- Transparency
- City values/Customer Service Standards
- Fiscal Year 2019 Budget Process/Business Plans
- Organizational Development & Training
- Other Relevant Topics

Wellness & Benefits Fair

Human Resources & Organizational Development (HROD) is planning to organize the Annual Wellness & Benefits Fair on **Thursday, Oct. 18** at the **Community Center** from **10 a.m. to 2 p.m.** Employees will be able to get more information on the 2019 Annual Enrollment and will have an opportunity to speak to different vendors regarding all the benefit options available.

For more information on these events or any HR related questions, contact:

Dr. Edward Williams, Director
edward.williams@missouricitytx.gov
281.403.8680

Zakia Monroe, Manager
zakia.monroe@missouricitytx.gov
281.403.8681



Employee Anniversaries

The Employee Recognition Committee celebrated the 2018 Public Service Recognition week from May 6 to 12 with a full swing of events. Celebrations included Employee Breakfast, Supervisor-Served Crawfish Boil, Employee Awards Luncheon, Ice-Cream Social and the BBQ Cook-Off finale. The following employees were recognized at the annual Employee Awards Luncheon on Wednesday, May 9 at 11:30 a.m. at the Community Center:

25 Years JUAN ACEVEDO



20 Years

MICHAEL HEBERT
CYNTHIA GUERRA
VICKIE BERGLUND
GREG YBARRA
KENNETH KEEFE
JON WHEELER

15 Years

BRETT BUTLER
KURT MAXHEIMER
ADAM SANTOS
BEN LAMPE
MANUEL TREVINO
ADAM BRAUER
JOSHUA CALLOWAY
MICHAEL PAIT
STEVE GLAVE
CALVIN PAYNE
KIRK ALLEN

10 Years

TERRY PATRICK
STEVEN BALDWIN
TRACY COX
MALCOLM WILEY
NATHAN ERDELT
DUANE MENSIK
KYLE FRYE
JEREMY POLACH
MATTHEW WILD
MICHAEL JASTER
FEN-FEN MA
JESSICA KOKES
STANTON LAWSON
MATTHEW SCHLOSSER
TRACY LANDRUM
DUSTIN FERGUSON
ANDREW ROBB
BOBBY HUMPHREY
EGIMA BROWN
KEVIN CUMMINGS
DASHAWN KEARY

5 Years

SHANE MORRIS
LENNEA PEREZ
JASON ABILA
MICHAEL BUKOWSKI
PAUL WIERZBICKI
JOHN BRABEC
TAMI GERTZ
ADRIANNA NIXON
RUSSELL MUNOZ
KEVIN WILLIAMS
CHRISTOPHER SCHRAGEL
CHALISA DIXON
LOUIS WARREN
JOSEPH ESCH
CHAD BITTNER
CLIFFORD MCBEAN
JAMES URBAN
CORY STOTTLEMYER

1 Year

TONY ROMERO
DION TRIBBLE
OTIS SPRIGGS
JAMES JOHNSON
KELLY SIMMONS
JONATHAN BRADLEY
LATOYA JASPER
EUGENE CAMPBELL
WANJA THOMAS
NICOLE HARGROVE
KASHAWN JONES
GOLDA WILKINS
WARREN SIMON
TRAVIS LUTZE

LAUREN FORD
TREVEON BUCHANAN
MANUEL GARZA
CYNTHIA SMITH-REX
WILLIAM LAUTEN
TEXAVIER HENRY
ANDRE LEBLANC
BRANDON CASEY
BRITTANY RYCHLIK
JANAVIAN CHOCKLIN
ROBIN WILLIAMS-JOINTER
SHASHI KUMAR
COURTENAY OREILLY
ROBERT PHAN
MICHAEL TUBBS
JENNIFER HOBBS
TIFFANY CAESAR
THOMAS WHITE
ELIZABETH JAMES
DANIEL MCGRAW
CONSTANCE PLUMMER
CORRINE HUDSON
VALERY ELIAS
BLAKE HOWARD
DOUGLAS GILMORE
SANDRA CASTORENA
ERIK PEREZ
CARLOS CASTILLO
PAULA DAY
ERIKA GLEGHORN
MARIANELA HERNANDEZ
TIJUANA NICKERSON
YUE SUN

Reminder: It's Hurricane Season

The 2018 Hurricane season runs from June 1 until Nov. 30. Employees are encouraged to stay connected via City's communication tools including Facebook - @MissouriCityTX, Emergency Twitter - @MissouriCityEM and the emergency preparedness website www.missouricityready.com.





DID YOU KNOW?

Five City departments have a unique website URL, allowing citizens to directly access their web pages.

Police Department:

www.missouricitypolice.org

Fire & Rescue Services:

www.missouricityfirerescue.org

Economic Development:

www.missouricityecodev.com

Financial Services:

www.mctxfinance.com

Parks & Recreation:

www.mctxparks.com



Next
Issue:

October 2018



www.missouricitytx.gov

Stay connected with us on Social Media @MissouriCityTX



1522 Texas Pkwy.
Missouri City, TX 77489

281.403.8500